

916-72  
ORD-1615-72

16 MAR 1972

MEMORANDUM FOR: Director of Personnel  
THROUGH : Director of Logistics  
SUBJECT : Recommendation for Quality Step Increase - [REDACTED]

25X1A9a

1. It is recommended that [REDACTED] of the Support Staff, Office of Research and Development, be granted a Quality Step Increase from GS-7, step 2 to GS-7, step 3.

25X1A9a

25X1A9a 2. In June 1971 [REDACTED] was assigned as the Supply Assistant/ORD/DD/S&T; and now, in March 1972, [REDACTED] is being recommended for a Quality Step Increase as the "Logistics Officer" for ORD/DD/S&T. We feel he has earned both the reward and the title.

25X1A9a

3. Largely through [REDACTED] efforts, ORD recently instituted a Logistics Procedure for ORD which is necessarily tailored for our constantly changing logistics requirements. Basically, the procedure allows the responsible officer complete accountability control of property from initial acquisition to ultimate disposition. This property control is firm yet affords the technical officers greater flexibility and speed as required by the R&D mission. It is also noteworthy that while working on this procedure, [REDACTED] in no way sacrificed the daily demands of his job. He handled the routine requirements with ability, the "crash" requirements with facility, and gave his extra effort to the new procedure.

25X1A9a

4. In the recent past, [REDACTED] demonstrated his personal and professional motivation by taking LWOP in order to attain a BA degree from the University of Maryland-at his own expense. Since his return last June, he has demonstrated his professional ability and career potential by hard work and knowledge of his subject.

SUBJECT: Recommendation for Quality Step Increase -

25X1A9a

25X1A9a

5. [REDACTED] is an unquestionable asset to ORD and reflects great credit to the Logistics Career Service. It is requested that favorable consideration be given to this recommendation for a well-deserved Quality Step Increase.

25X1A9a

Administrative Officer  
Office of Research and Development

CONCUR:

25X1A9a

[REDACTED]  
Director of Research and Development

17 MAR 1972

Date

25X1A9a

[REDACTED]  
Director of Logistics

22 MAR 1972

Date

The recommendation contained in paragraph 1 is approved.

25X1A9a

/s/ [REDACTED]  
Director of Personnel

Distribution:

- Original & 1 - Addressee  
1 - D/OL  
1 - D/ORD  
1 - C/AS/DD/S&T  
1 - AO/ORD  
1 - AO/ORD/Chrono  
1 - ORD/Registry

18 MAR 1972

AO/ORD/DD/S&T: [REDACTED] dpc:2637 (13 Mar 72)

25X1A9a